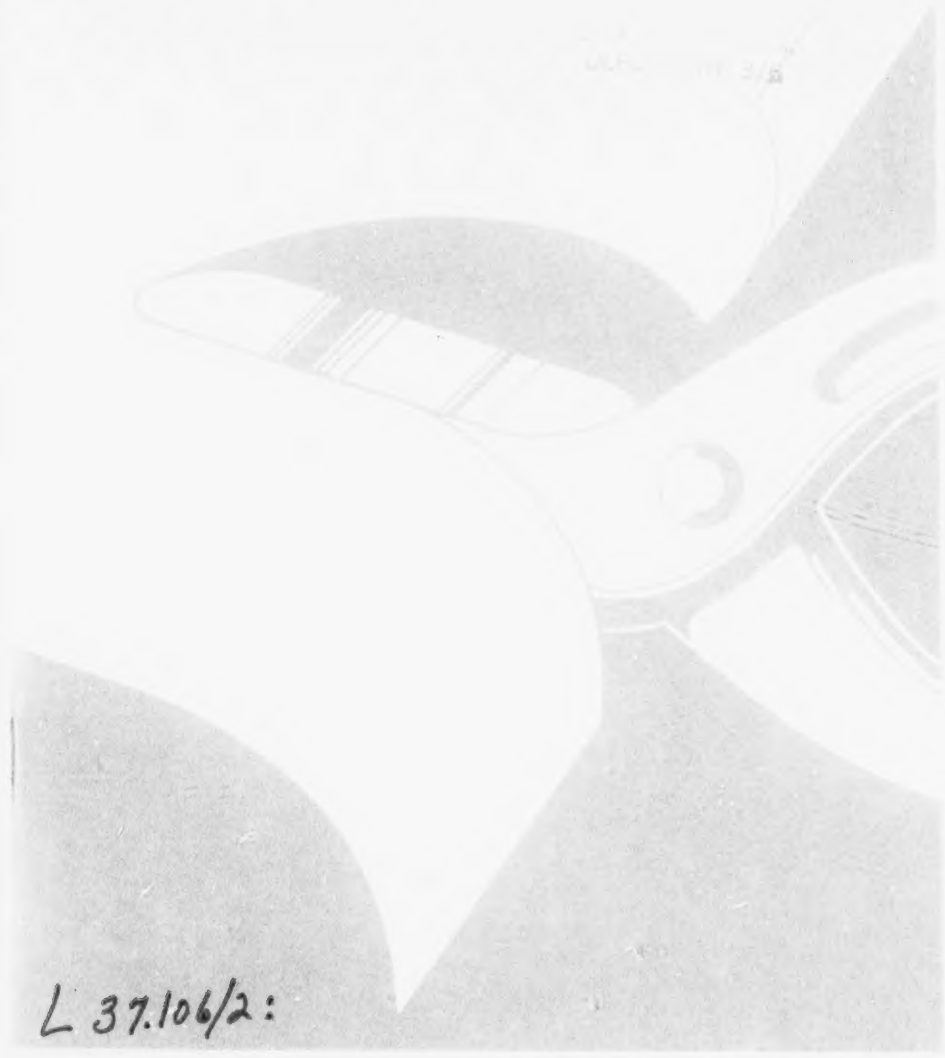
Sh. 3/982

National Apprenticeship and Training Standards for the Sheet Metal Industry



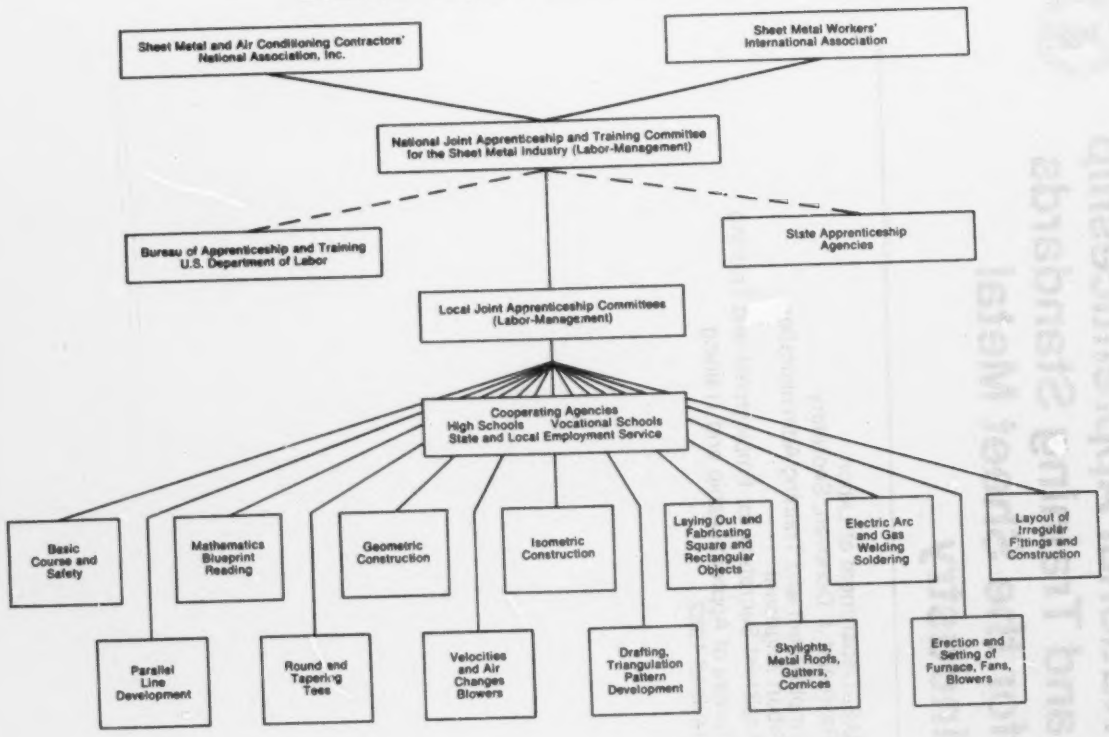
L 37.106/2:

National Apprenticeship and Training Standards for the Sheet Metal Industry

U.S. Department of Labor
Raymond J. Donovan, Secretary
Employment and Training Administration
Albert Angrisani
Assistant Secretary for Employment and Training
Bureau of Apprenticeship and Training
Revised 1982

READEX FICHE best copy available

APPRENTICESHIP SYSTEM OF THE SHEET METAL INDUSTRY


Sheet Metal and Air Conditioning Contractors' National Association, Inc.
Sheet Metal Workers' International Association
National Joint Apprenticeship and Training Committee for the Sheet Metal Industry (Labor-Management)
Bureau of Apprenticeship and Training U.S. Department of Labor
State Apprenticeship Agencies
Local Joint Apprenticeship Committees (Labor-Management)
Cooperating Agencies
High Schools Vocational Schools
State and Local Employment Service
Basic Course and Safety
Mathematics Blueprint Reading
Geometric Construction
Isometric Construction
Laying Out and Fabricating Square and Rectangular Objects
Electric Arc and Gas Welding Soldering
Layout of Irregular Fittings and Construction
Parallel Line Development
Round and Tapering Tees
Velocities and Air Changes Blowers
Drafting, Triangulation Pattern Development
Skylights, Metal Roofs, Gutters, Cornices
Erection and Setting of Furnace, Fans, Blowers

CONTENTS

	Page
PREFACE	v
PROVISIONS OF STANDARDS	1
1. Definitions	1
2. Qualifications for Apprenticeship	2
3. Selection of Apprentices	2
4. Obligation of Apprentices	2
5. Term of Apprenticeship	3
6. Work Experience	3
7. Suggested Schedule of Work Processes for Sheet Metal Apprenticeship	4
8. Related Instruction	4
9. Recommended Reference Books	5
10. Minimum Recommended Curriculum	6
11. Apprentice Indentification Card	6
12. Periodic Examinations	6
13. Supervision of Apprentices	7
14. Apprentice Master Record Card	7
15. Apprentice Working Hours	7
16. Apprentice Wage Rates	7
17. Apprenticeship Agreement	8
18. Ratio of Apprentices to Journeymen	8
19. Composition of Local Joint Apprenticeship Committees	9
20. Administrative Procedure	9
21. Duties of the Local Joint Apprenticeship Committee	10
22. Continuity of Employment	11
23. Official Approval	12
24. Adjusting Differences	12
25. Amendments to Local Standards	12
26. Duties of Consultants	12
27. Relationship of Standards to Bargaining Agreement	12
28. Expenses Incurred in Administration of Standards	13

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES 15

JOINT TRAINING FUNDS 17

1. Legality of Training Funds 17
2. Tax-Exempt Status of the Trust 17

RULES AND REGULATIONS OF THE LOCAL JOINT APPRENTICESHIP COMMITTEE 19

APPENDIXES

A. RECOMMENDATIONS FOR SELECTION AND ADMISSION OF APPRENTICES 20
B. AFFIRMATIVE ACTION PROGRAM 26
C. FORMS 29

PREFACE

The increased skills and versatility needed today by sheet metal workers require, as never before, the thorough all-round training and experience provided by apprenticeship as conducted under modern methods. To meet this need, the National Joint Apprenticeship and Training Committee for the Sheet Metal Industry has revised and amplified the apprenticeship standards in the trade for the guidance of contractors and labor throughout the United States. The provisions of this latest version of the national standards are set forth in the following pages.

Among the provisions itemized are those clarifying the application of the standards locally, including the establishment and functions of the local joint committee, as well as the appointment and duties of a full-time apprentice supervisor and a program coordinator.

It is hoped that contractors and labor, joint committees, and all those concerned with the development of craft workers in the trade will make full use of these up-to-date standards in setting up, conducting, and improving apprenticeship programs.

The National Joint Apprenticeship and Training Committee for the Sheet Metal Industry is equally representative of the Sheet Metal and Air Conditioning Contractors' National Association, Inc., and the Sheet Metal Workers' International Association.

PROVISIONS OF STANDARDS[1]

1. Definitions

a. *Committee* means the local joint apprenticeship committee for the Sheet Metal Industry.

b. *Association* means the Sheet Metal and Air Conditioning Contractors' National Association, Inc., which has contractual relations with local unions affiliated with the Sheet Metal Workers' International Association.

c. *Union* means any local union affiliated with the Sheet Metal Workers' International Association.

d. *Agreement* means the written apprenticeship agreement between the apprentice and the local joint apprenticeship committee, or the apprentice and the employer and approved by the local joint apprenticeship committee, in which the terms and conditions of apprenticeship are set forth. Each agreement shall contain a clause which makes the local standards a part of such agreement.

e. *Apprentice* means a person at least 18 years of age and not over 25, who is under agreement to work at and learn the sheet metal worker trade. It shall be the responsibility of the local joint apprenticeship committee to have apprentices registered or recorded with a recognized State apprenticeship agency, or if no such recognized State agency exists, with the Bureau of Apprenticeship and Training, U.S. Department of Labor, and with the National Joint Apprenticeship and Training Committee for the Sheet Metal Industry.

f. *Employer* means the firm by whom the apprentice is employed.

g. *Coordinator of apprentices* means the person designated by the local joint apprenticeship committee to perform the duties stated in the standards of apprenticeship.

h. *Standards* means this entire document, including these definitions.

[1]Local application of these national standards in States having recognized apprenticeship agencies may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and the State apprenticeship agencies are available to advise on such standards.

2. Qualifications for Apprenticeship

a. Age—Applicants shall be 18 through 25 years of age. An exception to the age limit can be made for honorably discharged veterans. Special age consideration for military service shall be based on the applicant's age minus the number of years served in the military, but not to exceed 4 years. Application for apprenticeship training must be made within 1 year after honorable discharge.

b. Education—Applicants shall be high school graduates or possess a certificate of equivalency.

c. Physical fitness—Applicants must be physically fit to perform the work of the trade and may be subject to a medical examination prior to employment.

d. Residence—Applicants must be current residents of the area over which the local joint apprenticeship committee has jurisdiction and must have been residents of that area for at least 3 months prior to application.

3. Selection of Apprentices

Employers desiring an apprentice shall make application to the local joint apprenticeship committee.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprentice program as required under applicable law and lawful regulations issued thereunder.

4. Obligation of Apprentices

Apprentices, having read the standards formulated by the local joint apprenticeship committee and signed an agreement with the said committee, agree to all the terms and conditions contained therein and agree to serve such time, perform such manual training, and study such subjects as the committee may deem necessary to become skilled sheet metal workers.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

a. To perform diligently and faithfully the work of the

trade and other pertinent duties assigned by the local joint apprenticeship committee and the employer in accordance with the provisions of the standards.

b. To protect the property of the employer and abide by the working rules and regulations of the employer, union, and the local joint apprenticeship committee.

c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade as provided under the local standards.

d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local committee.

e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety and that of their fellow workers.

f. To work for the employer to whom assigned to the completion of apprenticeship, unless reassigned to another employer or agreement is terminated by the local joint apprenticeship committee.

g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them opportunities to become skilled craft workers.

5. Term of Apprenticeship

The term of apprenticeship shall be not less than 4 years (approximately 8,000 hours) of reasonably continuous employment. It shall be divided into 8 periods of 1,000 hours each. Not less than 60 days of the first 1,000-hour period shall constitute a probationary period.

During the probationary period, either party may cancel the agreement by notifying the other. After completion of the probationary period, the agreement may be canceled by the local joint committee for reasonable cause.

6. Work Experience

During the term of apprenticeship, sheet metal apprentices shall be given training and experience in all branches of the trade. They shall also be given instruction on safety practices and techniques as applied to materials and substitutes used in the trade during the apprenticeship both on the job and as part of the related instruction curriculum.

Instruction on accident prevention and safe working habits will be coordinated with the actual work performed on the job and the tools and equipment used.

7. Suggested Schedule of Work Processes for Sheet Metal Apprenticeship

	Hours
Ventilation, air conditioning, and controls; testing and balancing of same	1,000
General sheet metal work (including welding)	1,000
Hotel, restaurant, kitchen equipment	1,000
Architectural sheet metal work	1,000
Industrial sheet metal work (blow piping, collecting systems, etc.)	1,000
Warm air furnace and heating equipment; servicing same	750
Electric sign construction	750
Operation of handtools and power machinery	500
Handling of substitute materials, such as plastics	500
Specialty installation and specialty work (acoustical ceiling, etc.)	500
TOTAL	8,000

8. Related Instruction

a. It is recommended that in addition to the training received on the job, apprentices shall attend school 1 day each week with pay; or, at the discretion of the local joint apprenticeship committee, they shall attend night school on their own time. Time spent in school shall be a part of the 4-year apprenticeship.

b. Apprentices agree to take such subjects as the local joint apprenticeship committee deems advisable.

c. In cities, towns, or areas having no vocational school or other schools that can furnish related instruction, the apprentice shall be required to take a correspondence course in sheet metal that meets the approval of the local joint apprenticeship committee.

d. In case of failure on the part of apprentices to fulfill their obligations regarding school attendance, the local joint apprenticeship committee may suspend or revoke their agreements. The employer hereby agrees to carry out the instructions of the said committee in this respect.

e. The related instruction shall be under the direction of the local joint apprenticeship committee, which shall act as advisory and consulting body in determining the subjects to be taught and on any problems pertaining to related education of the sheet metal apprentice.

9. Recommended Reference Books

a. *National Training Fund Sheet Metal and Air Conditioning Industry*
   (1) Sheet Metal Apprentice Workbooks, 1 through 4
   (2) The Sheet Metal Craftsman
   (3) Construction and Shop Safety Orders for Sheet Metal Workers
   (4) Servicing Environmental Systems, Books 1 through 3
   (5) Testing, Adjusting, and Balancing of Environmental Systems

b. *Sheet Metal Workers' International Association*

   Constitution and Ritual of the Sheet Metal Workers' International Association, Washington, D.C.

c. *Sheet Metal and Air Conditioning Contractors' National Association, Inc.*
   (1) Low Velocity Duct Construction Standards
   (2) High Velocity Duct Construction Standards
   (3) Architectural Sheet Metal Manual
   (4) Residential Heating and Air Conditioning Systems
   (5) Balancing and Adjustment of Air Distribution System
   (6) Fibrous Glass Duct Construction Standards
   (7) Industrial Ventilation—A Manual for Recommended Practices
   (8) Constitution and By-Laws of the Sheet Metal and Air Conditioning Contractors' National Association, Inc., Washington, D.C.
   (9) Air Handling Specifications
   (10) Fire Damper Guide for Air Handling Systems
   (11) Ducted Electric Heat Guide for Air Handling Systems
   (12) Duct Liner Application Standard
   (13) Pressure Sensitive Tape Standards for Fibrous Glass Duct
   (14) Thermoplastic Duct (PVC) Construction Manual

10. Minimum Recommended Curriculum

First Year

I. Introduction I
II. Layout and Pattern Development I
III. Shop Work I
IV. Materials I
V. Mathematics I
VI. Service Work I
VII. Field Installation I
VIII. Architectural Sheet Metal I
IX. Safety I

Second Year

I. Introduction II
II. Layout and Pattern Development II
III. Shop Work II
IV. Materials II
V. Mathematics II
VI. Service Work II
VII. Field Installation II
VIII. Architectural Sheet Metal II
IX. Safety II
X. Blueprint Reading I
XI. Welding and Cutting I
XII. Sheet Metal Drafting I
XIII. Residential and Light Commercial Heating and Air Conditioning I
XIV. Blowpipe I

Third Year

I. Introduction III
II. Layout and Pattern Development III
III. Shop Work III
IV. Materials III
V. Mathematics III
VI. Service Work III
VII. Field Installation III
VIII. Architectural Sheet Metal III
IX. Safety III
X. Blueprint Reading II
XI. Welding and Cutting II
XII. Sheet Metal Drafting II
XIII. Residential and Light Commercial Heating and Air Conditioning II
XIV. Blowpipe II
XV. Plastics and Fiberglass I
XVI. Food Service and Beverage Dispensing Equipment I
XVII. Sign Work
XVIII. Supervisory Training I

Fourth Year

I. Introduction IV
II. Layout and Pattern Development IV
III. Shop Work IV
IV Materials IV
V. Service Work IV
VI. Field Installation IV
VII. Architectural Sheet Metal IV
VIII. Safety IV
IX. Blueprint Reading III
X. Welding and Cutting III
XI. Sheet Metal Drafting III
XII. Residential and Light Commercial Heating and Air Conditioning III
XIII. Blowpipe III
XIV. Plastics and Fiberglass II
XV. Food Service and Beverage Dispensing Equipment II
XVI. Supervisory Training II
XVII. Acoustical Sheet Metal
XVIII. Rigid Fibrous Ductboard
XIX. Testing and Balancing

11. Apprentice Identification Card

Apprentices shall carry identification cards signed by the chairperson of the local joint apprenticeship committee. This card shall also designate the apprentice's current wage rate.

12. Periodic Examinations

Before expiration of each 6-month period, the apprentice should be called before the local joint apprenticeship committee for examination. A statement shall be furnished by the employer as to the apprentice's progress on the job and by the instructor as to attendance and progress in related subjects. The local committee shall examine the ap-

prentice and determine whether the work specified for that period has been completed in a satisfactory manner. If the committee is satisfied with the progress of the apprentice, the apprentice shall be advanced to the next period.

13. Supervision of Apprentices

a. The contractor shall designate a person in the shop (this may be a supervisor, journeyman, or shop steward) who, with the advice and assistance of the local joint apprenticeship committee, shall be responsible for the apprentices' work experience on the job. This person shall also be authorized to verify work performed on appropriate record forms, as required by the local joint committee.

b. The local joint apprenticeship committee shall consider employment of a full-time apprenticeship coordinator. Experience has proven the need for and the value of apprenticeship coordinators if maximum benefits are to be derived from the training program.

c. The local joint apprenticeship committee shall advise each contractor to designate certain journeymen to act as instructors and counselors to the apprentices. No apprentice shall be allowed to work without journeyman supervision.

14. Apprentice Master Record Card

Master records of apprentices' work experience and related instruction shall be kept by the local joint apprenticeship committee. This information shall be furnished by apprentices from their work record and by the local school authorities from their completed related instruction records. The record cards and all data pertaining to the apprenticeship shall be the property of the local joint apprenticeship committee and shall be accessible to the local sponsoring organizations at all times.

15. Apprentice Working Hours

The hours of work for the apprentice shall be the same as those of journeymen in the trade. No apprentice shall work without the supervision of a journeyman.

16. Apprentice Wage Rates

a. A graduated wage scale for apprentices shall be established and maintained on a percentage basis of the es-

tablished wage rate of journeymen sheet metal workers. The following are recommended percentages:

First year ..... first half 45%; second half 50%
Second year ..... first half 55%; second half 60%
Third year ..... first half 65%; second half 70%
Fourth year ..... first half 75%; second half 80%

b. In areas where a 5-year apprenticeship program is in effect, the graduated wage scale shall be established by the local joint apprenticeship committee.

17. Apprenticeship Agreement [2]

Each apprentice shall be covered by a written apprenticeship agreement with the local joint apprenticeship committee acting as agent of the employer or with the employer and approved by the local joint committee. The apprentice (and if a minor, the parent or guardian) shall sign the agreement which shall also be signed by the local joint apprenticeship committee. When the apprentice is indentured to the contractor, the agreement shall be signed by the apprentice and the contractor and approved by the local joint committee. Every apprenticeship agreement entered into under local standards shall contain a clause making the terms and conditions of the standards a part of the apprenticeship agreement. For this reason, every apprentice, the parent or guardian (if the apprentice is a minor), and employer entering into an agreement shall be given an opportunity to read the local standards. (See sample apprenticeship agreements in the back of this book.)

The following shall receive a copy of the apprenticeship agreement:

The apprentice
The employer
The union
The local joint apprenticeship committee
The registration agency

18. Ratio of Apprentices to Journeymen

The ratio of apprentices to journeymen in any local union as set forth in the Standard Form of Union Agree-

[2]Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staffs of either the State apprenticeship agency or the Bureau of Apprenticeship and Training, U.S. Department of Labor.

ment shall be one apprentice for every four journeymen regularly employed throughout the year. Any other ratio must be agreed upon and set forth in the negotiated labor agreement or addenda. The local joint apprenticeship committee shall allocate these apprentices to the employers.

19. Composition of Local Joint Apprenticeship Committees

a. The local joint apprenticeship committee shall be composed of three members from the contractors' association and three members from the local union.

b. Members of the local joint apprenticeship committee shall be selected by the groups they represent.

c. Consultants—such as those from the Bureau of Apprenticeship and Training, U.S. Department of Labor, State apprenticeship agencies, and vocational schools—may be requested to sit with the local joint apprenticeship committee in an advisory capacity.

20. Administrative Procedure

a. The local joint apprenticeship committee shall elect a chairperson and a secretary and shall determine the time and place of regular meetings.

b. The chairperson and secretary shall have the power to vote on all questions affecting apprenticeship.

c. When, in any year, the chairperson of the local joint apprenticeship committee is a representative of the contractors, then the secretary shall be a representative of the union, or vice versa.

d. The local joint apprenticeship committee shall establish such additional rules and regulations governing its administrative procedure as are required.

e. Nothing contained in the standards shall in any way abridge the full autonomy of a local joint apprenticeship committee to supervise and administer its local program.

21. Duties of the Local Joint Apprenticeship Committee

All duly indentured apprentices shall be under the supervision and control of the local joint apprenticeship committee. The local committee shall formulate and make operative such rules and regulations as it may deem necessary, and which do not conflict with the specific terms of the local labor agreement, to govern eligibility, registration, education, transfer, wages, hours, and working conditions of the apprentice and the operation of an adequate apprenticeship program to meet the needs and requirements of the trade. Furthermore, the local joint apprenticeship committee shall be vested with the authority to set up an apprenticeship program in conformity with the national standards recommended and approved by the National Joint Apprenticeship and Training Committee for the Sheet Metal Industry. The local committee shall regulate, supervise, and control all matters relating to apprenticeship of the sheet metal worker and be the sole agency within the jurisdiction of the sponsoring local groups governing apprenticeship matters. The committee shall:

a. Determine the need for new apprentices, with due regard to present and future needs of the trade and the number of employers who can qualify as a training facility.

b. Ensure that apprentices are under written apprenticeship agreement[3] and register the local apprenticeship standards and agreement with the appropriate registration agency.

c. Establish the minimum standards of education and experience required of apprentices.

d. Determine the quality and quantity of experience on the job which apprentices must have and be reasonably responsible for their obtaining it.

e. Hear and adjust all complaints of violation of apprenticeship agreements.

f. Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.

[3]The apprenticeship agreement executed between an apprentice and the local joint apprenticeship committee does not obligate the committee to actually employ the apprentice; but it does obligate the local committee to see to it that the apprentice is properly trained and supervised by the employer. The agreement also obligates the committee to use its best influence to keep the apprentice continuously employed when work is available.

g. Maintain a record of all apprentices, showing their education, experience, and progress in learning the trade.

h. Make an annual report covering the work of the local committee to the local employers and the union. (Minutes shall be kept of each meeting of the local joint apprenticeship committee.)

i. Determine the physical fitness of qualified applicants to perform the work of the trade which may require a medical examination prior to their employment as apprentices.

j. Advise apprentices on the need for preventing accidents and give instruction with respect to safe construction.

k. Notify the appropriate registration agency of all terminations, cancellations, and completions of apprenticeship agreements.

l. Recommend that each apprentice be issued a certificate of completion by the National Joint Apprenticeship and Training Committee after successfully completing apprenticeship and passing such examinations as required by the local joint apprenticeship committee.

m. Supervise the enforcement of all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned—apprentices, employers, and journeymen.

22. Continuity of Employment

a. Any apprentice assigned to a contractor must be employed on a probationary period for not less than 60 calendar days. If, during the 60 days, the apprentice is found unsuitable or unable to learn the trade, the contractor shall notify the local joint apprenticeship committee in writing, citing causes. The local joint apprenticeship committee will then determine appropriate action. After the apprentice has satisfactorily completed the probationary period, the contractor shall undertake to keep the apprentice at work at the trade for not less than 10 months each year of the apprenticeship, except in cases of strikes, lockouts, sickness, or other unavoidable causes. This does not preclude the local joint apprenticeship committee, however, from termi-

nating an apprentice for just cause at any time during the apprenticeship.

b. Where it is impossible for a contractor to provide the diversity of work experience necessary for all-round training in the trade, the local joint apprenticeship committee may transfer the apprentice temporarily or permanently to another contractor who will assume all the obligations of the original contractor. In no case, however, shall an apprentice be transferred to a shop where there is a labor dispute.

c. Any officially registered apprentice who has been laid off will be given preference when employing apprentices.

23. Official Approval

Before becoming operative, local standards must have the official approval of the local sponsoring employers and the union and be registered with the appropriate registration agency.

24. Adjusting Differences

In case of dissatisfaction between the contractor and the apprentice, either party has the right and privilege of appeal to the local joint apprenticeship committee for such action and adjustment of such matters as come within these standards.

25. Amendments to Local Standards

Local standards may be amended at any time by a two-thirds vote by action of the local joint apprenticeship committee, subject to approval by the sponsoring employers and union. Such amendments shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreements.

26. Duties of Consultants

Consultants to the local joint apprenticeship committee should attend meetings upon request of the committee on all problems affecting the agencies they represent and render such assistance as will aid in improving the trade preparation of the sheet metal worker apprentices.

27. Relationship of Standards to Bargaining Agreement

Nothing in local standards shall be interpreted as being

contrary to the present or subsequent bargaining agreement.

28. Expenses Incurred in Administration of Standards

Expenses incurrred by the local joint apprenticeship committee in carrying out the provisions of local standards will be borne equally by the association and the union or prorated to the participating contractors on the basis of participation in the local program.

Federal Laws and Regulations Affecting the Employment of Apprentices

Wage Determination Regulations (Federally Financed and Assisted Construction)—The Secretary of Labor, through the Office of the Wage and Hour Administrator, U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in parts 1 and 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and provided further, that apprentices so employed are individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area, to the contracting officer for acceptance.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction)—The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his or her regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written ap-

prenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties.

If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Joint Training Funds

1. Legality of Training Funds

Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959 which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that (1) the trusteeship is a nonprofit organization; (2) no part of the net earnings will inure to any private individual or member; and (3) in the event of dissolution of the trust, provision for disposal of the accrued moneys and other assets shall be made. (These can be apportioned to those who paid into the fund, donated to a charitable or educational organization, or to the labor organization.)

2. Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501 (c) 5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file Form 1024 with the appropriate district director of internal revenue. In submitting Form 1024, include with it a copy of both the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on Form 990 in order to maintain this exemption.

Employer contributions to the training-trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.

Rules and Regulations of the Local Joint Apprenticeship Committee

1. All applications of a contractor for an apprentice shall be submitted to the local joint apprenticeship committee.
2. You must state why you desire to employ an apprentice.
3. You must have employed journeymen sheet metal workers for a period of 39 full weeks or more or an individual total of 1,560 or more hours each during the past year.
4. You must give reasonable assurance that you will have sufficient work to keep both the apprentice and the proper ratio of journeymen sheet metal workers employed a minimum of 39 full weeks per year.
5. You must have been in business as a sheet metal contractor for one or more years.
6. You may be required to appear before the local joint apprenticeship committee at intervals to keep the committee informed as to the apprentice's progress, conduct, interest, schooling, etc.
7. You will be required to carry out the intent and purpose of the apprenticeship standards for the sheet metal workers' trade governing the serving of an apprenticeship and school attendance pertaining to the employment of an apprentice.
8. The local joint apprenticeship committee may reject the apprenticeship application of any sheet metal contractor, firm, partnership, company, or corporation against whom an unsatisfied judgment, lien, wage claim, or receivership is pending, until said committee is satisfied that proper disposition has been made thereof.
9. The local joint apprenticeship committee recommends that you, as employer, carry compensation and liability insurance.

APPENDIX A

RECOMMENDATIONS FOR SELECTION AND ADMISSION OF APPRENTICES

These recommendations have been provided so that local joint apprenticeship committees can be guided in establishing selection and admission procedures for their apprenticeship program. The local joint apprenticeship committee should review the apprenticeship program and make certain that the sole standard in the selection of apprentices is qualifications of the applicant, determined by objective standards which permit review. These qualifications and requirements must be incorporated in the local apprenticeship standards. Standards have been developed by the National Joint Apprenticeship and Training Committee for the Sheet Metal Industry, in conjunction with the Bureau of Apprenticeship and Training, U.S. Department of Labor. The material which follows is an elaboration of that particular portion of the standards which deals with the selection and admission of apprentices.

1. Qualifications for Apprenticeship Applicants

a. Age—Applicants shall be 18 through 25 years of age. An exception to the age limit can be made for honorably discharged veterans. Special age consideration for military service shall be based on the applicant's age minus the number of years served in the military, but not to exceed 4 years. Application for apprenticeship training must be made within 1 year after honorable discharge.

b. Education—Applicants shall be high school graduates or possess certificates of equivalency.

c. Physical Fitness—Applicants must be physically fit to perform the work of the trade, and may be subject to a medical examination prior to employment.

d. Residence—Applicants must be current residents of the area over which the local joint apprenticeship committee has jurisdiction and must have been residents of that area for at least 3 months prior to submission of their applications.

2. Selection of Apprentices

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprentice program as required under applicable law and lawful regulations issued thereunder.

3. Admission and Selection Procedure

a. Opening of Apprenticeship—The local joint apprenticeship committee will determine the time when the program will receive applications. Some local committees may start apprentices only during the summer, some may start during a given month, and some may keep the program open to receive applications during the entire year.

b. Advertising the Nature and Availability of Apprenticeships—There are certain requirements for disseminating information on the availability of local apprenticeships. These requirements can be complied with by giving 30 days' notice prior to the opening date for application to the local schools, employment service offices, community organizations which can effectively reach minority groups, newspapers which are circulated in the minority community as well as the general areas in which the program sponsor operates, and to the local or regional office of the Bureau of Apprenticeship and Training, U.S. Department of Labor. This notice shall contain information on primary requisites for apprentices, sources of apprenticeship applications, the equal opportunity policy of the sponsor, and a time and place applications are to be received. Where applications are received throughout the year, such information will be disseminated at least semiannually.

c. Taking Applications—Before prospective apprentices appear to file an application, it shall be determined immediately whether or not they meet the primary qualifications as to age and education. If they appear to meet these two qualifications, they will then be asked to complete the application form. The application form will be completed under the supervision of some person authorized by the apprenticeship committee.

d. Instructions to Applicants—Applicants shall furnish a transcript of their high school grades to the local joint apprenticeship committee. If they have not graduated from high school, but have passed a general education development test, they must furnish their certificates of equivalency in addition to their high school transcripts.

A copy of the rules and regulations and/or apprentice standards, plus other material the committee may consider pertinent, shall be given the applicant.

Their obligations to the union during these apprenticeships and after completion shall be explained to them.

They shall be scheduled for aptitude or other testing. If the local committee prefers, they may wait on the transcript of grades to verify high school records before testing. In such cases applicants shall be told that they will be advised about testing upon receipt of their transcripts.

e. Testing Applicants—All applicants shall be required to pass applicable aptitude tests in accordance with the procedure established by the local joint apprenticeship committee. The local joint apprenticeship committee shall also have the prerogative of establishing additional tests which all applicants shall be required to pass provided such tests are job related. If applicants fail to pass these tests, they shall be notified that their applications will receive no further consideration.

f. Completed Application—The application will be deemed complete when the transcript of the grades and the tests results are received by the local joint apprenticeship committee.

If both test results and transcripts meet the qualifications established by the local joint apprenticeship committee, applicants shall be scheduled to appear for their initial interviews.

g. Initial Interview—This interview, to be conducted by a person designated by the local joint apprenticeship committee, is for the purpose of exchanging information with applicants and shall not result in their elimination from apprenticeship consideration, except by their own choice. The interviewer shall review the complete application with a prospective apprentice and exchange as much information with the applicant as possible. The interviewer shall also discuss the trade and what is expected of apprentices and journeymen sheet metal workers. After the initial interview

is completed, the applicant shall be scheduled to appear before the local joint apprenticeship committee for a final interview. (A suggested initial interview procedure can be obtained from the National Joint Apprenticeship and Training Committee for the Sheet Metal Industry.)

h. Final Interview—For this interview, the applicant appears before the local joint apprenticeship committee, and a person designated by the committee shall lead the interview. Each member of the committee will complete an "Apprentice Evaluation Form" for each applicant. Scores will be determined on the basis of the following factors: education, work experience, conduct record, references, and oral interview.

After the final interview is completed, apprentice applicants will be dismissed and told that that they will be advised by letter of the results.

i. Determining the Final Evaluation Score—The evaluation scores by each member shall be totaled and averaged to determine the final evaluation score for the purpose of determining the order of selection of qualified applicants.

j. Physical Examination—Qualified applicants may be required to pass a physical examination by a licensed physician who has been recommended by the local joint apprenticeship committee. If applicants do not pass the physical examination, they shall no longer be eligible for consideration as apprentices and shall be notified.

k. Placing of Apprentices—Qualified applicants shall be eligible for selection and employment as apprentices for a period of 2 years. Selection will be made in descending order of their qualifications (ranking).

It is recommended to the local joint apprenticeship committee that the period for receiving applications not exceed 30 days.

l. Retention of Applicant Records—Records of the selection process, including interviews for all applicants, must be retained by the local joint apprenticeship committee for not less than 5 years and in such a manner as to permit identification of minority participants.

Apprentice Evaluation Form

	Points
Education	35
Work Experience	20
Conduct Record	10
References	10
Oral Interview	25
Total	100

A. Education

	Possible Points	*Actual Points*
1. Mathematics—Algebra or other math, 1 year (4 points); plane geometry (4 points); advanced algebra or trigonometry (2 points)	0-10	———
2. Drafting—1 year (2 points); 2 years (4 points); 3 years (5 points)	0-5	———
3. General scholastic average—1.0-2.0 (2 points); 2.0-2.5 (4 points); over 2.5 (5 points)	0-5	———
4. Shop courses—minimum 1 year (2 points); 2 years (4 points); over 2 years (5 points)	0-5	———
5. Any schooling beyond high school including night school, correspondence courses, armed forces schools, or college	0-10	———
Total	35	———

B. Work Experience

1. Work experience in construction industry	10	———
2. Work record	0-10	———
Total	20	———

C. Conduct Record (In and out of school)	0-10	_____
Total	10	_____
D. References	0-10	_____
Total	10	_____
E. Oral Interview by Local Joint Apprenticeship Committee		
1. Interest—Has a genuine interest in the trade; likes to work with hands; and has made an effort to inform himself/herself about the sheet metal trade	0-15	_____
2. Attitude—Confidence, initiative, agreeableness, leadership	0-10	_____
Total	25	_____

APPENDIX B

AFFIRMATIVE ACTION PROGRAM

1. Purpose

The National Joint Apprenticeship and Training Committee for the Sheet Metal Industry (NJATC) recognizes the need of local joint apprenticeship and training committees (JATC) for assistance from the national level in complying with the revised Code of Federal Regulations, title 29, part 30. As a result, the NJATC has prepared a joint affirmative action program for adoption at the local level.

In analyzing minority participation in existing local sheet metal apprenticeship programs, certain facts become clear:

a. Some, but not enough, minority persons apply.

b. Still fewer minority persons complete the application to meet the minimum requirements.

c. On an average, those who are eligible and selected do well in apprenticeship.

d. The solution to the problem lies in better notification to minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application of followup, and other affirmative action procedures.

Adoption and application of this program will indicate good faith effort to increase the number of persons from minority groups who successfully meet the minimum requirements established for admission into a sheet metal industry apprenticeship program.

2. Scope

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and costs permit. Any change will be by a majority vote of the NJATC, and it will be recommended that it become a part of the affirmative action plan as adopted at the local level.

Recognizing that it would be a public disservice to develop second rate journeymen, the local JATC will maintain its standards of producing high quality craft workers and will provide extra training when necessary to the extent that cost and personnel will permit.

3. Utilization Study

The local JATC shall make, or cause to have made, a study of the minority input into its apprenticeship program. It shall use this information to determine whether any input deficiencies exist and to plan its recruitment program accordingly.

4. Operation of Recruitment Program

The local JATC shall:

a. Participate in workshops for school and employment service counselors.

b. Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of minority groups from school to sheet metal apprenticeship can best be accomplished.

c. Disseminate information within the industry to acquaint all involved with the goals of the apprenticeship program and to effect cooperation.

d. Continue cooperation with such programs as LEAP and Outreach. It shall also exert effort to inform minority applicants of the detailed procedures for applying for admission into apprenticeship programs and how they should respond.

e. Publicize according to the need, practicality, and financial ability of the local JATC.

f. Attempt to secure public service time on radio and/or television stations commonly identified with the minority community.

g. Adopt other acts deemed necessary by the local JATC to accomplish its purpose.

h. At least 30 days prior to earliest date of acceptance of applications, notify the following in writing of the date or dates applications will be available:

(1) The Bureau of Apprenticeship and Training and/or recognized State apprenticeship agency.
(2) The local superintendent of schools.
(3) All State employment service offices in the training area.
(4) LEAP, Outreach, and similar responsible groups.

i. If no LEAP or Outreach program exists, the JATC will attempt, with the cooperation of other trades, to establish an outreach-type program.

5. Nondiscrimination

The commitments contained in this affirmative action program are not intended and shall not be used to discriminate in the recruitment, selection, employment, and training of apprentices during their apprenticeship because of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

APPENDIX C

CONTRACTOR'S QUALIFICATIONS

Date_____

Name of Contractor_____

I. Length of time operating in sheet metal business _____

II. (a) How many journeymen do you employ regularly?_____
(Regular employment means 39 weeks, or 1,560 hours or more per year.)

(b) How long and how steadily have they worked for you?_____

(c) How many apprentices do you currently employ?_____

III. Why do you desire an apprentice?_____

_____

IV. Nature of work _____

_____

V. (a) Have you ever had an indentured apprentice under contract?

(b) Was the apprenticeship completed? _____

(c) If not, why not? _____

(d) Do you still employ him/her? _____

VI. (a) Do you contribute under the Social Security Act? _____

(b) Do you contribute to the State Unemployment Insurance Fund?____

(c) What type of liability insurance do you carry?_____

VII. Do you have sufficient equipment to train the apprentice in conformity with the local standards of apprenticeship? _____

VIII. Are you willing to appear before the committee when called upon for examination of your apprentices and present their time records to the committee for examination? _____

IX. Are you willing to abide by and compiy with the existing rules and regulations of the local joint sheet metal apprenticeship committee?___

APPLICATION FOR SHEET METAL APPRENTICE TRAINING

Sheet Metal Joint Apprentice Committee

EVERY QUESTION MUST BE ANSWERED

Date _____

FOR USE BY LJAC ONLY - do not write in this space

Aptitude Pass Fail References checked _____

Test score _____ Initial interview date _____

School transcript date _____ Final interview date _____

1. Name _____
2. Address _____

   City, State, and Zip Code _____ Phone _____
3. How long have you lived in this area? _____
4. Age _____ Date of birth _____ Place of birth _____
5. Present draft status _____
6. Are you a U.S. citizen? _____
7. Height _____ Weight _____ Social Security number _____
8. Is your father living? _____ His occupation _____
9. Is your mother living? _____ Her occupation _____
10. Who referred you to this committee? _____
11. Check your present marital status:

    Single____ Engaged ____ Married____ Divorced____ Separated____ Widow(er) ____

IF SINGLE, COMPLETE THE FOLLOWING:

12. Do you live with parents? _____ How much do you contribute to upkeep of household? $ _____
13. If you do not live with parents, what is your room rent? $ _____ per month Room and board? $ _____ per month
14. Do you own a car? _____ Monthly payments? $ _____
15. What is your cost of living per month (exclusive of room, board, and car payments)? $ _____

IF MARRIED, COMPLETE THE FOLLOWING:

16. Do you own your own home?_____ Buying home?_____ Rent?_____

17. Amount of house payment or rent? $_____ per month

18. Does your spouse work? _____ Where? _____

19. Number of children? _____ Ages? _____

20. Number of dependents other than spouse and children? _____

21. What is your cost of living per month (exclusive of house payments, rent, and car payments)?_____

IF A VETERAN, COMPLETE THE FOLLOWING:

22. What branch of service? _____
Length of service?_____ Type of discharge?_____

23. What was your service rating when discharged? _____

24. What service schools did you attend? _____

25. Do you carry Life_____ Accident_____ Car Liability_____ insurance?

26. Do you have a driver's license? _____ Has it ever been suspended? _____

27. Have you ever been arrested?_____

28. WORK EXPERIENCE (include any employment while attending school)

From	To	Company	Kind of business	Salary (indicate hour, week, or mo.)	Nature of duties
		Name: Address:			
		Name: Address:			
		Name: Address:			
		Name: Address:			
		Name: Address:			
		Name: Address:			

EDUCATION

29.

Type of school	Name of school	City	State	Dates (years) From To	Did you graduate?
High school					
College					
Trade school					
Correspondence Courses					

30. What subjects interested you most in school? _____

31. Do you have any physical handicap? _____ If so, give details _____

32. Have you ever had a back injury? _____ Knee injury? _____ Major operation? _____

33. Do you have any allergies? _____

34. Do you suffer from asthma or other respiratory ailments? _____

35. Do you have claustrophobia? _____ Do you have acrophobia? _____

36. Have you ever filed a worker's compensation claim? _____

37. Are you willing to submit to an examination by a doctor of the committee's choice? _____

38. Are you prepared to attend school on your own time regardless of what days or nights of the week you are requested to attend? _____

39. Are you willing, on your own time, to attend any meeting set up by this committee? _____

40. Do you realize it is impossible to guarantee full employment in the sheet metal industry? _____

41. Do you know what the starting wage rate is if accepted? _____

42. Do you realize that increases in pay are not automatic, but depend on the progress made by apprentices in shop and in school? _____

43. Have you previously made application for apprentice training in any trade? _____

When? _____ Where? _____

44. Why do you think you would like to serve an apprenticeship and become a sheet metal journeyman? _____

45. PERSONAL REFERENCES (give three, other than relatives)

Name	Address	City	Phone

46. Any false statement made on this application will result in immediate disqualification. If my application is accepted, I agree to comply with all rules and regulations as adopted by the Sheet Metal Joint Apprenticeship Committee. To the best of my knowledge, all statements made by me are true and correct.